



City of Santa Clara

Meeting Minutes

Governance and Ethics Committee

12/07/2020

3:00 PM

Virtual Meeting

CALL TO ORDER AND ROLL CALL

Chair Teresa O'Neill called the meeting to order at 3:01 p.m.

Present 2 - Chair Teresa O'Neill, Member Lisa M. Gillmor, and Member Kathy Watanabe

CONSENT CALENDAR

1. [20-995](#) Governance and Ethics Committee Minutes of September 14, 2020

It was moved by Member Gillmor, seconded by Member Watanabe, and unanimously carried, that the Committee approve the September 14, 2020 meeting minutes.

Aye: 2 - Chair O'Neill, Member Gillmor, and Member Watanabe

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. [20-993](#) Action on Parks & Recreation Commission Recommendation to Name the New Public Park located at 1205 Coleman Avenue (Gateway Crossings) as “Zahra Billoo Park”

Director of Parks and Recreation Jim Teixeira gave a presentation on the Parks and Recreation Commission’s recommendation to name the new public park. Chair O’Neill acknowledged that she had received correspondence with concerns on the process to achieve the admirable goal of recognizing a more diverse group of people. Chair O’Neill suggested tabling the item and having the Task Force on Diversity, Equity, and Inclusion (Task Force) help with updating the policy guidelines to be more inclusive. Member Watanabe commented she was in support of Chair O’Neill’s suggestion. Member Gillmor also agreed that referring this policy is in line with the Task Force’s goals to update City policies to be more inclusive and to promote diversity.

It was moved by Member Gillmor, seconded by Member Watanabe, and unanimously carried, that the Committee table the consideration of the naming proposals (Items 2 and 3) and refer the review of Council Policy 035 (“Naming of Facilities”) to the Task Force for their review and input on possible amendments to the policy.

Aye: 2 - Chair O’Neill, Member Gillmor, and Member Watanabe

3. [20-1082](#) Action on Parks & Recreation Commission Recommendation to Name the New Public Park located adjacent to the 2343 Calle Del Mundo Residential Project as “Calle del Mundo Park”.

This item was tabled as part of the motion made under Item 2.

4. [20-312](#) Review Council Policy 020 Proclamations for Possible Recommendation to City Council

Staff Analyst Genevieve Yip reported that policies of neighboring cities and cities of similar population size (e.g., Cities of San Jose, Sunnyvale, Fremont, and San Ramon) were used as benchmarks on how to process requests for proclamations, commendations, and certificates of recognition (e.g., criteria, procedures). She also went over the proposed amendments to Council Policy 020 (“Proclamations”), which was updated to expand on the current policy for proclamation requests and to include the policy, procedure, and criteria for commendation and certificates of recognition requests.

It was moved by Member Gillmor, seconded by Member Watanabe, and unanimously carried, that the Committee approve staff’s recommendation and refer the resolution to adopt the amended version of Council Policy 020 to the full City Council for final approval.

Aye: 2 - Chair O’Neill, Member Gillmor, and Member Watanabe

5. [20-994](#) Referral from September 29, 2020 Council Meeting on Citywide Board and Commission Workplan Process

City Manager Deanna J. Santana introduced the item. The Committee members discussed the referral from September 29, 2020 and provided clarification that the intent of having an annual workplan review process was to ensure adequate staff support for workplan items considering the City’s limited staff capacity and to ensure alignment with Council goals and priorities. Member Gillmor commented that this enables the Boards and Commissions, as a whole, to develop a workplan together and align their goals. Chair O’Neill commented that only certain Boards and Commissions have provided workplans for review in the past and that it would be beneficial for all to submit their workplans to better manage staff resources and to ensure alignment with Council priorities.

It was moved by Member Gillmor, seconded by Member Watanabe, and unanimously carried, that the Committee send the approval of an annual review process for Board and Commission workplans, with the Committee’s clarification provided, to the full City Council for consideration.

Aye: 2 - Chair O’Neill, Member Gillmor, and Member Watanabe

6. [20-907](#) Review Reinstatement of International Exchange Commission (IEC) for Possible Recommendation to the City Council

Assistant to the City Manager Robyn Sahid provided an overview of several considerations related to the reinstatement of the International Exchange Commission (IEC). Member Gillmor commented that while the IEC meetings would be postponed until after COVID-19 travel restrictions were lifted, staff could start the process of establishing the infrastructure by first forwarding the ordinance to reinstate the IEC.

It was moved by Member Gillmor, seconded by Member Watanabe, and unanimously carried, that the Committee approve forwarding the proposed ordinance to reinstate the IEC to the full City Council for consideration, referencing the postponement of IEC meetings until COVID-19 travel and event restrictions are lifted and travel can safely be planned.

Aye: 2 - Chair O'Neill, Member Gillmor, and Member Watanabe

7. [20-991](#) Formalization of the Bicycle and Pedestrian Advisory Committee

Director of Public Works Craig Mobeck reported that, following the Committee's direction at its September 14 meeting, staff sought input from BPAC on the formalization of the Committee. He further reported that BPAC formed a subcommittee to review the proposed changes to the City Code and BPAC Policy Guidelines. Director Mobeck recommended that the consideration of the proposed City Code amendments and revisions to BPAC Policy Guidelines be deferred until after the BPAC and staff have received the BPAC subcommittee's report on governance.

It was moved by Member Gillmor, seconded by Member Watanabe, and unanimously carried, that the Committee accept staff's recommendation for deferral and direct staff to return to the Committee in March 2021 for further updates.

Aye: 2 - Chair O'Neill, Member Gillmor, and Member Watanabe

8. [20-992](#) Discussion and Consideration of the City's Housing Commission

Assistant to the City Manager Jonathan Veach reported that the Housing Rehabilitation Loan Committee (HRLC) provided their input on possible changes to the Committee's responsibilities and scope, as well as on a potential commission name change at their November 12, 2020 meeting. Assistant to the City Manager Veach further reported that the proposed restructured and renamed commission (Housing Commission) would include advisory functions related to the administration of the City's Federal entitlement grants and programs, which include neighborhood enhancement, homeless programs, and public service grants.

It was moved by Member Gillmor, seconded by Member Watanabe, and unanimously carried, that the Committee approve the restructuring and renaming of the HRLC and direct staff to bring an ordinance formalizing the Housing Commission for full Council consideration.

Aye: 2 - Chair O'Neill, Member Gillmor, and Member Watanabe

9. [20-1265](#) Update on Task Force on Diversity, Equity, and Inclusion

City Manager Deanna J. Santana introduced the item and reported that, during the initial Council approval of the Task Force on September 29th, it was noted that additional appropriations for resources would be brought back to City Council for consideration. City Manager Santana reported on resource needs associated with the Task Force to date and that, due to the COVID-19 induced budget deficit and discretionary expenditures already assigned to COVID-19 programmatic support and budget deficit relief, absorbing expenditures is not a reliable strategy for these efforts. This report was for information and advisement and staff will submit a budget amendment to fund the Task Force at the appropriate time.

COMMITTEE MEMBERS REPORT

Member Gillmor announced that it was Chair O'Neill's last meeting and thanked her for championing the establishment of the Governance and Ethics Committee (formerly the "Governance Committee"), highlighting the Committee's accomplishments under her leadership, including the Calendar Ordinance, Dark Money Ordinance, and her overall impact on how the Council governs.

Member Watanabe also commented on Chair O'Neill's impact at the Committee level and on the Council, thanking her for her years of service.

City Manager Santana thanked Chair O'Neill for her years of service to the community, highlighting her foresight and strategic vision to develop the Governance and Ethics Committee.

City Attorney Brian Doyle commented that Chair O'Neill has been an extreme asset to the Committee and the City and thanked her for having the opportunity to work together.

Chair O'Neill thanked staff and commented that it had been a pleasure to serve.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.